

Meeting Number	17
	2021-22

Prin.	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A
											FR	FR

Minutes of HOD meeting (05 May 2022)

- 1. Review of previous meeting** – The status of fees collection and exam forms, Submission of TW mark-sheets as per amended structure, purchase of equipments, NBA of departments, Alumni meet, Azadi ka amrut movtsav reviewed.
- 2. 10th May Program** – For foundation day program scheduled on 10th May 2022, all teaching and non teaching staf shall report to college at 8.45 am for flag hoisting. After flag hoisting, all faculty shall be seated in the pandal before 09.15 am. The notice regarding the foundation is circulated to departments. Attendance is mandatory for all staff members. HODs shall submit the name of students interested in attending the talk by lifestyle coach, motivational speaker Shri Gaur Gopal Das. For attendance purpose, I- cards with department stamps and respective HOD signature shall be distributed to all students. Dr. Patangrao kadam shishavrutti yojana and Dr. Patangrao Kadam Seva Gaurav Puraskar will be given to eligible candidates. Sevak Melava for all non teaching staff is arranged at 2.30 pm.
- 3. Alumni meet review, action thereafter** – Alumni meet arranged on 13th April 2022 was successfully conducted. Several alumni expressed their views. It was observed that the departments were closed despite a notice sent to all departments to keep the departments open till 6.00 o'clock. Very few HODs attended the alumni meet. Next year, alumni meet for 1998 batch will be organized. All HODs shall contact alumni of 1998 batch for the meet.
- 4. Exam and College fees** – The status of exam fees for the current academic year and pending college fees is discussed with HODs. Department wise amount of pending fees is informed to HODs. HODS shall make an action plan for the recovery of the pending fees from the students.
- 5. Status of final year project** – Faculty shall follow-up students for the completion of final year project. Progress report of final year projects shall be maintained at the department level. Faculty student meetings on regular basis shall be conducted for the completion of projects on regular basis.
- 6. NBA discussion** – Accreditation status and the planning for next accreditation for departments of Civil, Computer, Electronics and Electrical is discussed.
- 7. Eligibility documents** – For A.Y 2020-21, the eligibility documents are not submitted yet. Students shall submit the eligibility documents to the office.
- 8. Workshop on syllabus framing of semester V and VI** will be conducted post declaration of SEM-III result.
- 9. Project based learning topics** shall be continuously assessed as term work.